

**Minerals Management Service
Minerals Management Service Manual**

Effective Date:

Series: Administrative

Part 370.630: Attendance and Leave

Chapter 7: Leave without Pay

Originating Office: Personnel Division, Office of Administration and Budget

1. **Definition.** Leave without Pay (LWOP) is a temporary nonpay status and absence from duty granted upon an employee's request. Only for those hours of duty which comprise an employee's basic workweek may LWOP be granted. The permissive nature of LWOP distinguishes it from absence without leave, which is an absence from duty that is not authorized or approved (including leave not approved until required documentation is submitted), or for which a leave request has been denied.

2. **Granting LWOP.** It is the policy of the MMS to grant LWOP only when it will be of mutual benefit to the MMS and to the employee. Normally, a request for LWOP will be granted only when there is reasonable expectation that the employee will return to their position upon expiration of the leave. However, an employee forced to relocate due to the transfer of a spouse to a new duty station, family considerations, etc., may be granted limited LWOP to seek continued Federal employment. Requests for LWOP to pursue outside employment or related activity generally will not be approved. Requests for LWOP must be in writing and approved according to the MMS Administrative Delegations of Authority.

3. **Duration.** The following maximum time standards are established for use in approving requests for LWOP:

- A. One year for illness or disability.
- B. One year for educational purposes for any employee who wishes to undertake career-related education when it is in the interest of the MMS and they expect to return to the MMS at the end of the period of leave.
- C. One year for an employee elected or appointed to a union office that occupies all or part of their worktime to transact union business that is directly concerned with the functions of the MMS.
- D. Six months for service with a non-Federal public or a quasi-public organization.
- E. Three months, depending on the merits of the case, for care of members of the family during illness. (See Chapter 9, Family and Medical Leave Act.)

4. **Extensions.** Requests for extensions of LWOP may be approved by the Director, MMS, when justified.

5. **Effect of LWOP on Life Insurance.** Employees granted LWOP for more than 1 year should be notified that their Federal Employees' Group Life Insurance is effective for only 12 months plus a 31-day grace period, except when the employee is receiving benefits under the Federal Employees' Compensation Act because of disease or injury to themselves. In these circumstances, an employee's life insurance may be continued only during the period they received such benefits without cost to the employee. (See 5 U.S.C. 8706(c).)